



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street
Madison, WI 53703

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Title: Special Events Intern

Compensation: \$15.00 per hour

Hours: 12 – 15 per week

The foundation seeks a **Special Events Intern** to join our small office team for the upcoming semester. Gain valuable experience in all aspects of event planning for a nonprofit while working with an energetic, talented staff and volunteer team.

Duties of the position would include:

- Researching prospective events
- Assisting staff and event co-chairs with event committee meetings
- Participating in sponsorship solicitations
- Following up on event logistics, such as venue, menus, decorations and entertainment
- Organizing and tracking event attendees and solicitations
- Working with staff on invitation mailing
- Helping track RSVPs
- Being on site for all events and assisting with post-event follow-up
- Providing support to the individual giving program as needed

Job qualifications:

- Applicants should possess strong organization skills, demonstrated proficiency managing detail-oriented tasks, and the ability to communicate effectively.
- Flexible hours; some weekend or evening work will be required.
- Qualified candidates will have at least sophomore standing and be pursuing a degree in library science, liberal arts, business, nonprofit management or a related field. Recent graduates may also apply.

The Foundation is located downtown on the bus line and is an Equal Opportunity Employer.

How to apply:

Send cover letter and resume to Tracy Phillippi, Foundation Manager,
tphillippi@mplfoundation.org

About the Foundation

Madison Public Library Foundation was established to assist in filling the financial gap between appropriated city funds and the ever-rising costs of library resources and services that meet the diverse needs of our community.